



Arkansas Department of Human Services  
**Division of Youth Services**

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**Policy No.** 100.4 **Pages:** 2 **Manual:** Community Based Services

**SUBJECT:** ACJJ Travel Reimbursement **EFFECTIVE DATE:** July 20, 2005

**CHAPTER:** 100 - OJDP **ATTACHMENTS:**

**REFERENCE:** DHS Administrative Procedures Manual, Chpt 304 **AUTHORIZED BY:** J. Kenneth Hales

**I. POLICY:**

The Division of Youth Services, Juvenile Justice and Delinquency Prevention (JJDP) unit shall provide staff support to the Arkansas Coalition for Juvenile Justice (ACJJ) and ensures compliance with the Department of Human Services Administrative Procedures Manual, Chapter 304, Travel Reimbursement.

**II. APPLICATION:**

ACJJ Board members and JJDP contract personnel.

**III. DEFINITIONS:**

A. Arkansas Coalition for Juvenile Justice membership consists of citizen representatives appointed by the Governor who do not receive compensation for their participation. Expense reimbursements associated with official travel will be made on the basis of actual expenses incurred by the Arkansas Coalition for Juvenile Justice member.

B. Lodging

1. A Travel day shall commence at 6:00 a.m., including breakfast, lunch, dinner, and one night's lodging and shall end the following morning at 6:00 a.m. Allowable expenses during the travel day include breakfast, lunch, dinner, one night's lodging and incidental expenses supported by receipts.
2. Reimbursement is to be claimed for actual expenses for lodging.

The traveler is responsible for obtaining receipts for all lodging expenses and for submitting those receipts with the TR- 1.

C. Mileage:

1. Mileage will be reimbursed at the currently established state reimbursement rate per mile (including any temporary authorized increase in mileage rate) when an appointed board member uses a personal vehicle for transportation to official functions sponsored or approved by the Arkansas Coalition for Juvenile Justice and the Division of Youth Services.
2. Mileage will be paid for the shortest distance between locations as indicated on the state map. Mileage incurred by traveling from the city limits to the approved function or lodging sites

must be billed as "vicinity" miles.

D. Meals and Incidental Expenses:

1. Receipts for meals are required and shall be attached to the TR- 1. Reimbursement for meals is for the actual amount paid and cannot exceed the established per diem rate for the town or city where the expenses occurred.
2. If incidental expenses as defined by the TR- 1 are claimed, a receipt must be attached to the TR-1.
3. Reimbursement for in-state meals without overnight lodging is not allowed. See DHS Administrative Procedures Manual, Chapter 304 for exceptions to the rule.

**IV. PROCEDURES:**

- A. Prior approval from the DHS director or his designee is necessary for all out-of-state travel. Approval is requested on the Application Out-of-State Travel, Form DHS 1010.
- B. All claims for reimbursement of expenses must be itemized.
- C. The JJDP unit manager/designee completes the identifying information, coding at the top section of the TR-1, the date, name of town visited and any data in the description columns.
- D. The JJDP unit secretary has the coalition member complete all applicable columns in the detailed expenditures other than mileage section, and the mileage associated with the travel section. The coalition member then submits all receipts associated with the travel and signs the TR-1.
- E. The JJDP unit secretary reviews the TR-1 for accuracy and forwards to the JJDP unit manager for review and approval.
- F. Following review, the JJDP unit manager forwards the TR-1 to the DYS Administrator of Community Based Services to review and approve as the travel supervisor.
- G. After approval, the DYS Administrator for Community Based Services returns the TR-1 to the JJDP unit manager for processing.
- H. The JJDP unit manager/designee forwards the TR-1 along with any supporting documentation to the DYS Personnel Officer for processing.